

Chief, Records Management Division  
[REDACTED]

21 October 1954

ATTN  
25X1A9a

Chief, Machine Records Division

Vital Materials Program for Logistics

1. Effective 1 October 1954 amend procedure for Stock In Use Status cards (Item #313) of Vital Materials Program for Logistics Office as follows:

- a. Operation step #2(c). Delete reference to Sterility (column 21).
- b. Operation step #9A.(c). Delete reference to column 21.
- c. Operation step #9A.(d). Eliminate collator plugboard wires plugged from column 21 (Sterility) of primary and secondary brushes.

2. Effectively immediately until further notice, suspend entire operation of step #9. But however, Machine Records Division will continue to submit new balance forward Stock In Use Status cards as effected by current transactions which should be retained by the Repository. Accumulated records of Item #313 shall be destroyed upon receipt of new complete file of Stock In Use Status cards contemplated in February 1955. During this suspension accumulation of new balance cards should not exceed 6,000.

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*original delivered  
to Repository*

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*Carbon filed with Logistics*

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